

Policy on the Management of GCE and GCSE Non-Examination Assessments

1. Purpose

The purpose of this policy is to outline the procedures for managing GCE and GCSE non-examination assessments, including controlled assessments for CCEA GCSE centres. The aim is to ensure that assessments are carried out in a fair, secure, and standardized manner, in accordance with the guidelines set by awarding bodies and regulatory authorities.

2. Scope

This policy applies to all non-examination assessments for GCE and GCSE subjects offered by Hejaeya International School. It includes but is not limited to controlled assessments, coursework, portfolios, and practicals.

3. Roles and Responsibilities

- **Examinations Officer (EO):**

The Examinations Officer is responsible for overseeing the entire non-examination assessment process, ensuring compliance with awarding body guidelines, and coordinating the submission and authentication of assessment materials.

- **Subject Teachers:**

Subject teachers are responsible for planning, implementing, and supervising non-examination assessments in their respective subjects, ensuring that all guidelines and regulations are followed. They must also provide students with clear instructions regarding the assessment criteria and deadlines.

- **Students:**

Students are responsible for adhering to the instructions given by their teachers, maintaining academic integrity, and ensuring that their work meets the assessment criteria. Students must also respect deadlines and the rules regarding controlled conditions (where applicable).

- **Senior Leadership Team (SLT):**

The SLT is responsible for ensuring that the policy is implemented effectively and that all staff are trained and aware of their responsibilities regarding non-examination assessments.

4. Non-Examination Assessment Procedures

- **Planning and Preparation:**

- Teachers will ensure that students are given sufficient notice of assessment deadlines and requirements.
- Non-examination assessments will be scheduled well in advance, and all relevant materials will be provided to students in a timely manner.
- Teachers will give guidance on the scope and content of assessments and ensure that the assessment tasks meet the requirements of the specification.

- **Controlled Assessments (for CCEA GCSE Centres):**

- Controlled assessments will be conducted under supervised conditions as outlined by the awarding body (CCEA).
- The Examinations Officer will ensure that all controlled assessments are scheduled and conducted according to the awarding body's rules.
- Specific rules regarding the level of supervision (e.g., high control, medium control, low control) will be communicated clearly to both staff and students.
- Any breaches of assessment rules will be reported and investigated according to the school's malpractice procedures.

- **Assessment Submission and Authentication:**

- All student work for non-examination assessments must be submitted by the set deadline. Late submissions may be penalized, and in some cases, not accepted.
- Teachers will authenticate student work, ensuring that the work submitted is the student's own and complies with the requirements of the relevant awarding body.
- Students must sign a declaration confirming the authenticity of their work, and teachers will provide any necessary evidence of their monitoring and support during the assessment process.

- **Security and Confidentiality:**

- All assessment materials, including question papers and student work, must be stored securely to prevent unauthorized access.
- The Examinations Officer will ensure that secure storage arrangements are in place for controlled assessment materials and that the integrity of the assessment process is maintained.

5. Special Considerations

- **Access Arrangements:**

Students with special educational needs or disabilities will be provided with appropriate access arrangements, in line with the awarding body's regulations. These arrangements will be planned and agreed upon in advance of the assessment period.

- **Malpractice and Plagiarism:**

Any instances of malpractice, including plagiarism, will be treated seriously and investigated according to the school's malpractice policy. Students found guilty of malpractice will face appropriate sanctions, and their work may be disqualified from the assessment.

6. Monitoring and Review

- The effectiveness of this policy will be monitored regularly by the Examinations Officer in collaboration with subject teachers and the Senior Leadership Team.
- The policy will be reviewed annually to ensure that it remains compliant with awarding body regulations and that it continues to meet the needs of students and staff.

7. Appeals

- If a student or parent is dissatisfied with the management or outcome of a non-examination assessment, they may submit an appeal following the school's internal appeals procedure. This procedure will outline the steps to be taken in addressing concerns regarding non-examination assessments.

Conclusion

Hejaeya International School is committed to maintaining high standards of academic integrity and fairness in the management of GCE and GCSE non-examination assessments. By following this policy, we aim to ensure that all students are provided with a fair and transparent assessment process, allowing them to demonstrate their knowledge and skills to the best of their ability.